

**California Department of Corrections and Rehabilitation**

# **Corrections Standards Authority**

## **Juvenile Accountability Block Grants Program**

**2007 Direct Allocation Grants**

### **Application Packet**



**Arnold Schwarzenegger, Governor**

**Issued March 2007**

## Overview of Grant Award and Application Requirements

The Juvenile Accountability Block Grants (JABG) Program, administered at the federal level by the Office of Juvenile Justice and Delinquency Prevention, supports state and local efforts to reduce juvenile crime through programs that focus on offender accountability (Public Law 107-273). As California's administering agency for this federally funded program, the Corrections Standards Authority (CSA) will distribute the 2007 annual allocations to those localities meeting the federal funding threshold to receive direct allocations. The grant year will cover July 1, 2007 through June 30, 2008.

**Due Date:** This application is due to the CSA via e-mail by **May 7, 2007**.

### **What's New This Year:**

- ***Detailed identification of target population to be served (Section II.A)***
- ***Addition of Program Purpose Area 17 related to reentry programming (Section II.B)***

**Eligible Applicants:** Units of local government meeting the minimum federal funding threshold are eligible to apply for the formula-based direct allocation. **Please refer to Appendix A for a listing of eligible units of local government, including the federally determined grant amount for each.** Localities shall designate an implementing agency for the grant project.

**Local Match:** Applicants must assure that they will contribute a cash match of 10% of the total project costs (see Appendix A for required match amounts based on the federal formula). Applicants opting to use JABG funds to construct new and permanent detention facilities must provide a 50% cash match. Matching funds may be either state or local dollars. Federal funds are not an allowable match source.

**Eligible Expenditures:** Grantees must expend JABG funds for projects that fall within the 17 federally designated program purpose areas, with a focus on juvenile accountability. **Please see Appendix B for information on the JABG program purpose areas, including the addition of purpose area 17.**

**Disbursement of Grant Funds:** Disbursement of grant funds occurs on a reimbursement basis for actual project costs incurred during a reporting period. Grantees must submit invoices on line to the CSA on a quarterly basis, within 45 days following the end of the reporting period. Grantees must maintain adequate supporting documentation for all costs, both grant and match, claimed on invoices.

**Federal Performance Measures:** Federal regulations require JABG grantees to select a program purpose area(s) from the JABG program list and report specific data pertaining to the area(s) identified. Grantees will report data to the CSA on a quarterly basis via progress reports.

**Local Advisory Board:** Under federal law, a local advisory board must review a Coordinated Enforcement Plan (CEP) outlining how JABG funds will be expended. For the purpose of this grant, this application is the CEP. The board must include, if appropriate, representatives from the police, sheriff and probation departments, district attorney's office, juvenile court, education, social services, a nonprofit and nongovernmental victim advocacy organization, and a nonprofit religious or community group. Grantees may use an existing advisory board with similar membership (e.g., Juvenile Justice Coordinating Council) to meet this requirement.

**Resolution:** Applicants must submit a resolution from their governing board (City Council or Board of Supervisors) addressing specific requirements. **Please see Attachment C for a Sample Resolution.** The resolution must be on file with the CSA prior to a finalized grant award agreement.

**Waivers:** A qualifying unit of local government may waive its right to a direct grant award and request that such unit's funds be awarded to and expended for its benefit by a larger or contiguous unit of local government. **Please see Attachment D for the pertinent waiver documentation.**

**Complete Application Submittal:** A complete application includes the application document, Federal Performance Measures form(s) and governing body's resolution. Additionally, waiver documents are required from any applicant receiving funds waived from another locality.

**Progress Reports:** Grantees must submit quarterly progress reports, including the mandatory federal data and project progress notes, utilizing the JABG Progress Report form provided on the CSA website (see link below).

**Audit:** Grantees must submit an audit of expenditures within 120 days of the end of the grant period. Reasonable and necessary extensions to the timeframe may be granted if requested. Grantees may choose to submit either a program specific audit or a federal single audit.

**Key Dates:**

May 7, 2007	Applications due to CSA
July 1, 2007	Grant year begins
November 15, 2007	First quarterly progress report due covering July – Sept. 2007 First quarterly financial invoice due covering July – Sept. 2007
February 15, 2008	Second quarterly progress report due covering Oct. – Dec. 2007 Second quarterly financial invoice due covering Oct. – Dec. 2007
May 15, 2008	Third quarterly progress report due covering Jan. – Mar. 2008 Third quarterly financial invoice due covering Jan. – Mar. 2008
August 15, 2008	Fourth quarterly progress report due covering Apr. – June 2008 Fourth quarterly financial invoice due covering Apr. – June 2008
October 31, 2008	Final audit report due (unless extension granted)

**Contact and Program Information:** Questions regarding this application process may be directed to your [county's assigned Field Representative](#). Further information about the [JABG program](#), including fiscal and progress reporting forms and the Grant Contract Administration and Audit Guide, is also available on the CSA's web site.



DEPARTMENT OF CORRECTIONS AND REHABILITATION  
CORRECTIONS STANDARDS AUTHORITY

**Juvenile Accountability Block Grants Program  
2007 Direct Allocation Application**

**SECTION I: APPLICANT INFORMATION**

**A. APPLICANT AND CONTACT INFORMATION**

APPLICANT CITY/COUNTY	IMPLEMENTING AGENCY	FEDERAL EMPLOYER IDENTIFICATION NUMBER
PROJECT MANAGER'S NAME	TITLE	TELEPHONE NUMBER
ADDRESS	CITY	ZIP CODE
FAX NUMBER	EMAIL ADDRESS	<b>B. AMOUNT OF FUNDS REQUESTED</b>
		\$

**C. PROJECT TITLE**

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**D. BRIEF DESCRIPTION OF PROJECT**

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**E. DESIGNATED FINANCIAL OFFICER**

NAME, TITLE	AGENCY	TELEPHONE NUMBER
ADDRESS		FAX NUMBER
CITY	STATE	ZIP CODE
		E-MAIL ADDRESS

**F. DAY-TO-DAY PROJECT CONTACT PERSON**

NAME AND TITLE	AGENCY	TELEPHONE NUMBER
ADDRESS		FAX NUMBER
CITY	STATE	ZIP CODE
		E-MAIL ADDRESS

**G. PERSON RESPONSIBLE FOR FEDERAL DATA COLLECTION AND REPORTING**

NAME AND TITLE	TELEPHONE NUMBER	E-MAIL ADDRESS
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**H. PERSON AUTHORIZED TO SIGN GRANT AGREEMENT/CONTRACT WITH CSA**

NAME AND TITLE
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**I. APPLICANT'S AGREEMENT**

By submitting this application, the applicant assures that it will abide by the laws, policies and procedures governing this funding.

## SECTION II: PROJECT INFORMATION

### A. PROJECT DESCRIPTION:

**Part I:** In the space below #5, provide the following project information:

1. Describe the project(s)/program(s) to be supported with JABG funds.
2. Define project goals and major activities/services.
3. Define the juvenile justice population(s) to be served by the project, including the estimated number of youth.
4. Support the project need with local data/information.
5. Describe staffing, including classification and number of staff required to achieve project goals.

**Part II:** Further identify the target population for your program by completing the table below. Place an "X" next to at least one population segment (or "not applicable") in each of the six designated areas. Multiple boxes may be checked in any one area. Each "X" shall indicate the populations, if any, to which the program intends to offer targeted services. Targeted services include any services or approaches **specifically designed** to meet the needs of the population (e.g. gender specific, culturally based, developmentally appropriate services).

TARGET POPULATION	
<b>1. RACE</b>	<b>4. AGE</b>
<input type="checkbox"/> Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Under 11
<input type="checkbox"/> Asian	<input type="checkbox"/> 12-13
<input type="checkbox"/> Black/African American	<input type="checkbox"/> 14-15
<input type="checkbox"/> Hispanic or Latino (of any race)	<input type="checkbox"/> 16-17
<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	<input type="checkbox"/> 18 and over*
<input type="checkbox"/> Other Race	
<input type="checkbox"/> White/Caucasian	
<b>2. JUSTICE</b>	<b>5. GEOGRAPHIC</b>
<input type="checkbox"/> At-Risk Population (no prior offense)	<input type="checkbox"/> Not applicable
<input type="checkbox"/> First Time Offenders	<input type="checkbox"/> Rural
<input type="checkbox"/> Repeat Offenders	<input type="checkbox"/> Suburban
<input type="checkbox"/> Sex Offenders	<input type="checkbox"/> Tribal
<input type="checkbox"/> Status Offenders	<input type="checkbox"/> Urban
<input type="checkbox"/> Violent Offenders	
<b>3. GENDER</b>	<b>6. OTHER POPULATIONS</b>
<input type="checkbox"/> Not applicable	<input type="checkbox"/> Not applicable
<input type="checkbox"/> Male	<input type="checkbox"/> Mental Health
<input type="checkbox"/> Female	<input type="checkbox"/> Pregnant
	<input type="checkbox"/> Substance Abuse
	<input type="checkbox"/> Truant/Dropout

\*Participants 18 years and over must be under the jurisdiction of the juvenile justice system.

**B. PROGRAM PURPOSE AREA(S):** All funded projects must fall within one or more federally recognized purpose areas established for JABG. Appendix B includes a detailed listing of the 17 program purpose areas from which each applicant must choose. Each separate purpose area identified in this section will require subsequent data reporting on quarterly progress reports to the CSA. Applicants are encouraged to consolidate this portion as much as possible. In the space below, please indicate the selected program purpose area(s) by number and topic, and the federal dollar amount allotted to each. *(Example: #8 Juvenile Drug Courts - \$ 47,189)*

**C. FEDERAL PERFORMANCE MEASURES:** Grantees receiving over \$10,000 must report data to the CSA on mandatory performance measures developed by the Office of Juvenile Justice and Delinquency Prevention. Once a purpose area(s) has been selected in Section II-B above, click below on the corresponding selection(s) and follow the directions for choosing the data to be reported. Data choices will appear in either one or both of these categories – direct service programs or system change programs. Grantees must first determine which category(s) best describes their project, as this will determine the data to be collected. Please note the Reporting Format column that prescribes the precise data to be collected. **Applicants must submit the completed Federal Performance Measure form(s) as part of this application process.**

[\(1\) Graduated sanctions](#)

[\(2\) Detention facilities](#)

[\(3\) Court staffing/pretrial services](#)

[\(4\) Prosecutors \(staffing\)](#)

[\(5\) Prosecutors \(funding\)](#)

[\(6\) Training for law enforcement/court personnel](#)

[\(7\) Juvenile gun courts](#)

[\(8\) Juvenile drug courts](#)

[\(9\) Juvenile records system](#)

[\(10\) Information sharing](#)

[\(11\) Accountability](#)

[\(12\) Risk and needs assessment](#)

[\(13\) School safety](#)

[\(14\) Restorative justice](#)

[\(15\) Juvenile courts and probation](#)

[\(16\) Detention/corrections personnel](#)

[\(17\) Reentry systems and programs](#)

### SECTION III: BUDGET INFORMATION

**A. WAIVER AND MATCH CALCULATION:** Completion of this segment of the budget section is only for those applicants receiving waivers of funding from other jurisdictions. Applicants not receiving waivers may proceed to the next segment – part B of this budget section .

1. Applicant unit of local government direct grant amount **(A)** \$
  
2. Additional direct grants received from other eligible recipients (waivers):
 

Waiving jurisdiction:	Waiver Amount:
<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>

  

Total amount from other recipients
**(B)** \$
  
3. Total amount of federal award (A + B) **(C)** \$
  
4. Total project cost  $[(C \times 10) \div 9]$   
(round to nearest dollar) **(D)** \$
  
5. Cash match (D – C) See Appendix A **(E)** \$

**B. BUDGET LINE ITEM TOTALS:** Please complete the applicable fields in the following table for the proposed budget. Administrative overhead may not exceed 5% of the total grant funds requested. With the exception of new and permanent construction projects requiring a 50% cash match, the required cash match for all other projects is 10% of the total project costs. See Appendix A for pre-calculated 10% match amounts based on federal formula.

Budget Line Items	Grant Funds	Cash Match	Total
Salaries and Benefits	\$	\$	\$
Services and Supplies	\$	\$	\$
Professional Services	\$	\$	\$
CBO Contracts	\$	\$	\$
Administrative Overhead	\$	\$	\$
Fixed Assets/Equipment	\$	\$	\$
Other	\$	\$	\$
<b>Total</b>	\$	\$	\$

**C. BUDGET LINE ITEM DETAILS:** Provide sufficient detail/breakdown to explain how the requested funds outlined in the table above will be expended in each applicable line item. Identify match items, their respective dollar amounts, and source of the match funds.

**1. SALARIES AND BENEFITS:** Number of staff, classification, salary and benefits.

**2. SERVICES AND SUPPLIES:** Includes leases, rent, utilities, travel and training.

**3. PROFESSIONAL SERVICES:** Includes evaluator, consultant services, therapists, and other professionals as required.

**4. COMMUNITY-BASED ORGANIZATIONS:** Name of organization and services to be provided.

**5. ADMINISTRATIVE OVERHEAD:** Indicate percentage and how calculated. This total may not exceed 5% of the grant funds.

**6. FIXED ASSETS/EQUIPMENT:** Office equipment, vehicles, other equipment necessary to perform program activities.

**7. OTHER:** Any other items not covered above but necessary to meet program goals.

SECTION IV: LOCAL ADVISORY BOARD

In meeting the federal requirement, indicate in the spaces below the membership of the locally designated advisory board charged with reviewing the plan for expending JABG funds.

Name

Title

Agency



## SECTION V: BOARD OF SUPERVISORS' RESOLUTION

As part of the grant application process, applicants must submit a resolution from the City Council/Board of Supervisors addressing specified issues. **Please see Attachment C for a Sample Resolution.** The resolution need not be submitted at the same time as the application document; however, the original resolution or copy thereof must be provided to the CSA prior to a grant award agreement being signed. Resolutions may be directed to the applicant's assigned Field Representative by e-mail, fax (916/445-5096) or mail (Corrections Standards Authority, 600 Bercut Drive, Sacramento 95814).

## SECTION VI: AUDIT IDENTIFICATION

Grant recipients must submit an audit of expenditures within 120 days following the end of the grant period. Grantees may choose either a program specific audit or a single federal audit. Federal guidelines allow grant recipients receiving \$500,000 or more in federal funds (from all sources including pass-through sub-awards) in a fiscal year to use their federal juvenile justice grant funds to pay for the cost of the audit. Grantees falling below the \$500,000 threshold must use non-federal funds (i.e., match funds) to pay for audit costs. For purposes of this application, please check one of the boxes below to indicate the grantee's choice for meeting the audit requirement.

☐ In conformance with Federal OMB Circular #A-133, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the identified grant will be included in the City/County **Single Federal Audit Report**, which will be submitted to the CSA within the required timeframe of 120 days from the end of the 12-month grant period. NOTE: Should an extension be needed, please provide in advance of the deadline a written justification that indicates reasons for the extension and the timeframe needed.

OR

☐ In conformance with Federal OMB Circular #A-133, and the California State Controller's Accounting Standards and Procedures Chapter 23, Grant Accounting Index, the grantee will provide a **Program Specific Final Audit Report** to the CSA within the required timeframe of 120 days from the end of the 12-month grant period.

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**PLEASE E-MAIL YOUR COMPLETED APPLICATION  
BY MAY 7, 2007  
TO YOUR COUNTY'S ASSIGNED FIELD REPRESENTATIVE**

**APPENDIX A – 07/08 DIRECT ALLOCATIONS FOR ELIGIBLE LOCALITIES**

<b>LOCALITY</b>	<b>DIRECT ALLOCATION</b>	<b>10% CASH MATCH*</b>	<b>TOTAL PROJECT COST</b>
ALAMEDA COUNTY	\$111,566	\$12,396	\$123,962
BUTTE COUNTY	\$12,403	\$1,378	\$13,781
CONTRA COSTA COUNTY	\$54,097	\$6,011	\$60,108
EL DORADO COUNTY	\$10,416	\$1,157	\$11,573
FRESNO CITY	\$13,379	\$1,487	\$14,866
FRESNO COUNTY	\$45,251	\$5,028	\$50,279
KERN COUNTY	\$56,774	\$6,308	\$63,082
LONG BEACH CITY	\$16,391	\$1,821	\$18,212
LOS ANGELES CITY	\$204,141	\$22,682	\$226,823
LOS ANGELES COUNTY	\$693,075	\$77,008	\$770,083
MARIN COUNTY	\$15,598	\$1,733	\$17,331
MERCED COUNTY	\$13,338	\$1,482	\$14,820
MONTEREY COUNTY	\$24,275	\$2,697	\$26,972
OAKLAND CITY	\$22,358	\$2,484	\$24,842
ORANGE COUNTY	\$130,814	\$14,535	\$145,349
PLACER COUNTY	\$11,080	\$1,231	\$12,311
RIVERSIDE COUNTY	\$81,633	\$9,070	\$90,703
SACRAMENTO CITY	\$15,283	\$1,698	\$16,981
SACRAMENTO COUNTY	\$115,565	\$12,841	\$128,406
SAN BERNARDINO CITY	\$10,526	\$1,170	\$11,696
SAN BERNARDINO COUNTY	\$73,503	\$8,167	\$81,670
SAN DIEGO CITY	\$34,304	\$3,812	\$38,116
SAN DIEGO COUNTY	\$165,189	\$18,354	\$183,543
SAN FRANCISCO CITY/COUNTY	\$99,833	\$11,093	\$110,926
SAN JOAQUIN COUNTY	\$37,299	\$4,144	\$41,443
SAN JOSE CITY	\$16,346	\$1,816	\$18,162
SAN LUIS OBISPO COUNTY	\$13,573	\$1,508	\$15,081
SAN MATEO COUNTY	\$42,036	\$4,671	\$46,707
SANTA BARBARA COUNTY	\$30,848	\$3,428	\$34,276
SANTA CLARA COUNTY	\$144,341	\$16,038	\$160,379
SANTA CRUZ COUNTY	\$17,608	\$1,956	\$19,564
SHASTA COUNTY	\$12,653	\$1,406	\$14,059
SOLANO COUNTY	\$23,773	\$2,641	\$26,414
SONOMA COUNTY	\$36,300	\$4,033	\$40,333
STANISLAUS COUNTY	\$28,248	\$3,139	\$31,387
STOCKTON CITY	\$14,237	\$1,582	\$15,819
TULARE COUNTY	\$24,061	\$2,673	\$26,734
VENTURA COUNTY	\$53,631	\$5,959	\$59,590
YOLO COUNTY	\$10,274	\$1,142	\$11,416
<b>TOTALS</b>	<b>\$2,536,020</b>	<b>\$281,779</b>	<b>\$2,817,799</b>

\*10% of total project costs, as per federal requirement

## APPENDIX B – JABG PROGRAM PURPOSE AREAS

- 1) **Graduated sanctions:** Developing, implementing, and administering graduated sanctions for juvenile offenders.
- 2) **Corrections/detention facilities:** Building, expanding, renovating, or operating temporary or permanent juvenile corrections, detention or community corrections facilities.
- 3) **Court staffing and pretrial services:** Hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening/assessment) for juvenile offenders to promote the effective, expeditious administration of the juvenile justice system.
- 4) **Prosecutors (staffing):** Hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and backlogs reduced.
- 5) **Prosecutors (funding):** Providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to assist prosecutors in identifying and expediting the prosecution of violent juvenile offenders.
- 6) **Training for law enforcement and court personnel:** Establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime
- 7) **Juvenile gun courts:** Establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders
- 8) **Juvenile drug courts:** Establishing drug court programs to provide continuing judicial supervision over juvenile offenders with substance abuse problems and to integrate administration of other sanctions and services for such offenders
- 9) **Juvenile records system:** Establishing and maintaining a system of juvenile records designed to promote public safety
- 10) **Information sharing:** Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
- 11) **Accountability:** Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
- 12) **Risk and needs assessment:** Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to such offenders.
- 13) **School safety:** Establishing and maintaining accountability-based programs designed to enhance school safety.
- 14) **Restorative justice:** Establishing and maintaining restorative justice programs.
- 15) **Juvenile courts and probation:** Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism.
- 16) **Detention/corrections personnel:** Hiring detention and corrections personnel and establishing and maintaining training programs for such personnel, to improve facility practices and programming.
- 17) **Reentry systems and programs:** Establishing, improving and coordinating pre-release and post-release systems and programs to facilitate the successful reentry of juvenile offenders from state and local custody into the community.

### ATTACHMENT C – SAMPLE RESOLUTION

**Applicants must submit a resolution from the governing body (City Council/Board of Supervisors) that includes, at a minimum, the language and assurances outlined in the following sample:**

WHEREAS the *(insert name of applicant city/county)* desires to receive and utilize federal grant funds available through the Juvenile Accountability Block Grants (JABG) Program administered by the Corrections Standards Authority (hereafter referred to as CSA).

NOW, THEREFORE, BE IT RESOLVED that the *(insert title of designated official)* is authorized on behalf of the *(insert City Council/Board of Supervisors)* to submit the JABG application and sign the Grant Agreement with the CSA, including any amendments thereof.

BE IT FURTHER RESOLVED that the *(city/county)* agrees to provide all matching funds required for said project, and abide by the statutes and regulations governing the JABG Program as well as the terms and conditions of the Grant Agreement as set forth by the CSA.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

Passed, approved, and adopted by the *(insert City Council/Board of Supervisors)* of *(insert name of city/county)* in a meeting thereof held on *(insert date)* by the following:

Ayes:

Notes:

Absent:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

ATTEST: Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

## ATTACHMENT D – WAIVER OF DIRECT GRANT AWARD

The following template/information must be provided on any waiver document submitted with a grant application. Original waiver documents must be submitted by mail to the Corrections Standards Authority (600 Bercut Drive, Sacramento, CA 95814).

I, (name/title), the legally authorized administrative officer (city manager or county administrator) representing the (name of waiving unit of local government) authorize the Corrections Standards Authority to transfer award funds allocated under the Juvenile Accountability Block Grants 2007 in the amount of \$(grant amount) to (name of receiving unit of local government).

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Authorized Official's Signature

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Authorized Official's Typed Name

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Authorized Official's Typed Title

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Date Executed

Waiving unit of local government's official seal or notary stamp is required below.